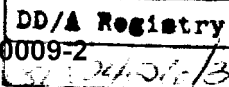


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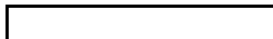


OTE 81-5090

3 DEC 1981

MEMORANDUM FOR: Executive Officer to the DDA

FROM:



Director of Training and Education

SUBJECT: Travel Reduction Plan

1. The severe cuts in our FY-82 travel funds preclude any additional measures to reduce our already depleted and inadequate budget in object class 2100.

2. OTE is presently unable to proceed with essential operations training exercises for the remainder of this Fiscal Year. We have requested \$200,000 in hard unfunded requirements to meet our basic training needs. Favorable action is awaited on this matter.

3. During the past year, OTE has enforced or attempted to enforce several measures to reduce our travel expenditures to a minimum. Included were payment to [redacted] travellers only when car pools of 3 or more are formed; air travel to [redacted] for student and conference groups whenever aircraft were available; and a reduction in the mileage rate to [redacted] which subsequently was declared illegal by the Director of Finance.



WARNING NOTICE  
Sensitive Intelligence Sources  
and Methods Involved



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